

PORT MADISON ENTERPRISES CONSTRUCTION COMPANY

Job Description

Title: Cost Estimator/Project Manager
Exempt/Nonexempt: Exempt
Pay: DOE

Dept.: 50
Reports To: CEO
License Classification: N/A

Summary:

Responsible for preparing cost estimates for residential, commercial and municipal building projects based on the use of construction plans and industry knowledge. Provide continuous monitoring of open bids, RFP's and estimates to inform management of either new business awards or lost opportunities. As needed, the Cost Estimator will provide on-site management of assigned construction projects. Insure project performance through the effect prioritization of safety and environment needs, schedule, costs, equipment, manpower, material, subcontractors, equipment maintenance, and quality.

Primary Responsibilities Cost Estimator:

1. Develop accurate forecast of the cost, size, and duration of future projects. Collect and analyze data on all of the factors that can affect costs, such as materials, labor, location, duration of the project, and special machinery requirements.
2. Participate in pre-bidding decision making efforts; review preliminary drawings and specifications, perform site visit, gather information related to site access; surface topography and drainage, and the availability of electricity, water, and other services. Fully document of information obtained.
3. Prepare estimate of the materials, labor, subcontractors and equipment required to perform the statement of work (SOW). Prepare documentation using standard estimating forms, filling in dimensions, numbers of units, and other information. Analyze bids made by subcontractors. Identify equipment needs, sequence of operations, labor specialties, crew size, and physical constraints at the site. Allowances for wasted materials, inclement weather, shipping delays, and other factors that may increase costs must be incorporated in the estimate. Develop a cost summary for the entire project, which includes the costs of labor, equipment, materials, subcontractors, overhead, taxes, insurance, markup, and any additional costs that may affect the project.
4. Establish budget, manage and control project costs, and track actual costs relative to bid specifications as the project develops.
5. Manage the cost of change orders and negotiate and settle and extra costs or mitigate potential claims.
6. Establish and maintain an open-ended database of proposal responses according to company policy.

Primary Responsibilities – Project Management:

7. Directs and oversees on-site pre-construction functions and the day-to-day planning, practices, procedures, and personnel associated with an organization's construction programs and activities. Ensuring optimum utilization of labor, material, subcontractors and other resources across the project.
8. Ensure that projects are built according to approved plans, specifications and applicable building codes. Works with city, county, and state officials to assure permits are granted. Deals with the legal department to assure that laws are met and that appropriate permits are granted.

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9. Ensures that all legally mandated and company documentation related to job site activities is current, accurate and complete.
10. Review, maintain and update the construction schedule and ensure milestone and completion dates are met.
11. Ensure company vehicles and equipment on the project are properly cared for, kept in good working order and put to maximum use while on the job site. Returned equipment to storage or the rental company when no longer required.
12. Review subcontractor/supplier invoices against field purchase orders and report any discrepancies to the accounting department.
13. Ensure that site safety measures meet or exceed the parameters set out by corporate safety manual, OSHA, Workers' Compensation Board or any other authorities.
14. Prepare field change orders to be signed by project owner or representative when requested. Prepare and coordinate closeout activities including punch lists or customer acceptance documentation.
15. Maintain, approve and submit hourly time cards with all necessary details for job costing purpose.

Secondary Functions:

1. Represent the company externally to, government agencies, funding agencies, and the general public.
2. Maintaining and monitoring staffing, skill levels, expectations and motivation to fulfill organizational requirements.
3. Other duties as assigned.

Supervisory Responsibilities: None.

Knowledge and Skill Requirements:

The Cost Estimator/Project Manager must have strong math and analytical skills. He/she must be highly proficient at reading and understanding blueprints, statements of work and specifications related to each specific job. A thorough understanding of computers, especially word processing and spreadsheet programs is required as well a demonstrated ability to use complex project management software such as Sage Timberline. The Cost Estimator/Project Manager will have the following experience and attributes:

1. Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.

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2. Demonstrated experience in construction processes and successful estimate preparation. Knowledge of contracting, negotiating, and change management. Knowledge of job costing and budgeting using automated financial and accounting reporting systems. Knowledge of federal and state financial regulations and other related legal matters.
3. Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
4. Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
5. A combination of a Bachelors Degree in Construction Management, Engineering and Architecture, plus ten years of experience in a senior-level position in the construction industry.
6. Personal qualities of integrity, credibility, and a commitment to the Suquamish Tribe's Mission.
7. A valid State of Washington driver's license is required.

Job Conditions & Physical Requirements:

1. Working conditions may include:
 - a. An office environment which requires manual and finger dexterity for operation of personal computers, adding machine and routine paperwork. Ability to sit for extended periods of time. Must be able to lift 30 lb.
 - b. An on-site construction setting that requires manual labor and knowledge and use of safety equipment. May be exposed to weather conditions including extreme cold and extreme heat.
2. Work requires willingness to work a flexible schedule and travel.

CEO Approval

Date

PME Board Approval

Date

Employee Signature: _____ Date: _____